



Contract Opportunity--Communications and Administration Coordinator

Based in Smithers, BC, the Bulkley Valley Research Centre (BVRC) is an independent, not-for-profit organization founded in 2002 with a mission to support high-quality, inter-disciplinary research to advance better stewardship of our natural resources in northern British Columbia. The Centre acts as a research bridging organization, connecting natural resource management knowledge with communities, the public, First Nations, industry, government, and academia in order to facilitate regionally-based research, learning, and adaptation.

Position Overview

The Communications and Administration Coordinator (CAC) will support the Centre with all aspects of communication, various extension activities, and administrative tasks. This is an ongoing contract position with compensation based on qualifications and experience. The position is 10 hours a week on average (hours may vary throughout the year). The ideal candidate has the option to work in the office or from home. Being located in NW BC is preferred.

Primary Tasks

- Create and distribute e-blasts/newsletters with BVRC news, events, and opportunities
- Update and manage the BVRC website and social media channels
- Coordinate and promote the Seminar Series
- Assist with coordination of workshops, courses, extension and member events
- Communicate with membership regarding Centre research and employment opportunities, membership dues, events, etc.
- Liaise with members and the public on behalf of the Centre
- Manage Centre information systems, databases and documents
- Provide administrative assistance to the Executive Director
- Support the Finance Manager with contract administration tasks as needed
- Assist with project-related communications work
- Assemble the Annual Report and assist with AGM planning and preparation
- Write periodic press releases

Qualifications and Experience

This multi-faceted position would benefit from an energetic, organized individual to manage communications and administration. The ideal candidate will have excellent writing and communication skills, experience in graphic design, and knowledge of website design/maintenance. Experience in event planning, outreach, and office administration is highly desirable, along with the ability to navigate diverse situations. This position will require a high level of initiative and independent work while also staying connected to the team. A science background or experience with non-profit organizations is an asset.

To apply, send a cover letter and resume to info@bvcentre.ca with "Communications Coordinator" in the subject line. The position will remain open until filled.

We appreciate all applications, however only those selected for an interview will be contacted.